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ABSTRACT

The 1971 edition of the faculty handbook provides the faculty of Emory University with guidelines to the university policies, procedures, resources, and services. Among the areas outlined are the university organization and government, the board of trustees and university senate; a statement of principles governing faculty relationships, academic freedom; fringe benefits; salaries; university-student relationships; faculty-student relationships; basic teaching duties; nonteaching duties; disciplinary procedures; professional, administrative and other services; and community services of special interest to the faculty. (JMF)

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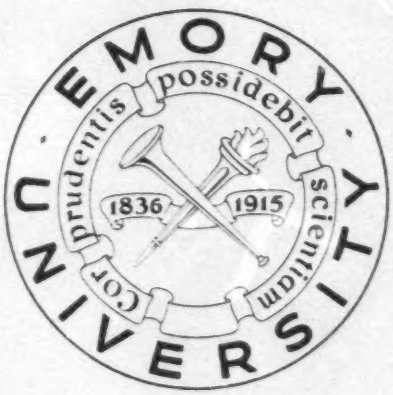

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FACULTY HANDBOOK

Emory University

Atlanta, Georgia

1971

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Introduction

It is a pleasure to present to you the Emory University Faculty Handbook.

Its purpose is to provide both present and prospective faculty members with a comprehensive guide to University policies, procedures, resources and services.

We hope that this publication will meet the needs of those who are new to the Emory community, and that it will be of continuing value as a convenient reference for all faculty members.

Sanford S. Atwood

Sanford S. Atwood
President

THE UNIVERSITY

THIS IS EMORY

Small by design, dedicated to quality education, Emory University is a privately controlled and gift supported co-educational institution related to the United Methodist Church.

Located in northeast Atlanta, Emory also maintains facilities at the original site of the College in Oxford, Georgia, and downtown Atlanta.

In the fall of 1969, Emory University had a total enrollment of 5,500 students. On the faculty were 675 full-time, 135 part-time, and 750 voluntary members.

During the 1968-69 academic year, the University granted 1,434 degrees, more than half of them graduate or professional.

Total operating expenses for 1968-69 were $57,000,000. In 1969 the University endowment and trust funds had a market value in excess of $130,000,000. The value of the physical plant and equipment, most of it located on the 561-acre Atlanta campus, was more than $77,000,000.

THE ATLANTA SETTING

The Emory campus is in northeast Atlanta, approximately five miles from the center of the city, in the wooded Druid Hills section. It is a part of DeKalb County, one of five counties included in the metropolitan Atlanta area.

Atlanta has long been the leading cultural and economic center of the Southeastern region. In the last two decades, with one of the greatest economic growth rates in the United States, Atlanta has become an increasingly important and influential national urban leader. It offers an unusually stimulating and challenging environment both for the University itself and for members of the University community.

Because Atlanta is a relatively young city with a tradition of enlightened leadership and a highly concerned citizenry, residents enjoy a kind of urban living that is not to be found in older cities. Quiet residential areas, long noted for their beauty, exist within easy commuting distance of the bustling heart of the city.

Community interest in cultural development is reflected in the Atlanta Memorial Arts Center, opened in 1968, which includes a 1,925-seat symphony hall, and an 891-seat theater and is home to the Atlanta Symphony Orchestra, the High Museum of Art and the Atlanta School of Art. Opera, ballet and theater are a part of the Atlanta cultural scene.

For sports enthusiasts Atlanta offers a variety of events. The city has professional major league teams in baseball (Braves), football (NFL Falcons), basketball (NBA Hawks), and is the site of a number of nationally famed annual sporting events, including the Peach Bowl and the Atlanta Golf Classic.

There are attractive shopping areas throughout the city, and specialty shops of every description.

Atlanta metropolitan governments maintain nearly 5,200 acres of parks and playgrounds, and there are many lakes and streams, national forests and state parks within an hour's drive from the city.

There is also the advantage of climate. Atlanta is situated 1,050 feet above sea level, making it the second highest major city in the United States. This setting produces a moderate climate all year while still providing four distinct seasons.

HISTORY

Emory, as a university, is only 55 years old, but Emory's history as an institution of higher education spans 134 years.

That history began with the founding of Emory College in Oxford, Georgia, late in 1836. It grew with the establishment in Atlanta of independent professional schools destined to join the University. It passed the most significant milestone on January 25, 1915, when Emory University was chartered. The Educational Commission of The Methodist Episcopal Church, South, had chosen Atlanta as the site for a new university, and had accepted the offer of Emory College to become its basic liberal arts unit and to give its name to the new institution.

When Emory moved to the Druid Hills campus in 1916, the University had four divisions. The Candler School of Theology had been in operation for two years. The year-old medical school could trace its origin back through the Atlanta School of Medicine (1905), Atlanta College of Physicians and Surgeons (1898), and Southern Medical College (1878) to the first Atlanta Medical College (1854). The Lamar School of Law was established on the new campus in 1916. Emory College, legally a part of the University since 1915, and hence its second division, continued at Oxford until 1919, when it moved to Atlanta.

For 10 years after the College moved to Atlanta, the Oxford campus was home to Emory Academy. In 1929 the academy became a junior college, lately renamed Oxford College.

In 1919 two other divisions, the School of Business Administration and the Graduate School of Arts and Sciences were established. The 20-year-old Southern Library School of Atlanta's Carnegie Library became Emory's library school in 1925, and is now the Division of Librarianship in the Graduate School.

Emory's two "newest" schools both have histories older than the University itself. In 1944 Atlanta-Southern Dental College, the result of a merger in 1917 of Southern Dental College (1887) and Atlanta Dental College (1892) became the Emory School of Dentistry. Also in 1944 the University established its collegiate School of Nursing whose predecessor training school, organized in 1905 at downtown Wesley Memorial Hospital, had moved in 1922 to the newly built Emory University Hospital on campus. In 1967 the School was renamed the Nell Hodgson Woodruff School of Nursing.

Emory's steady and continuing growth is guided by the University's two primary concerns – adherence to the highest educational standards, and performance of quality service to contemporary society. The administration and faculties of the University traditionally have undertaken new programs only when they could be implemented exceptionally well. Existing programs undergo constant re-evaluation to assure their relevance and usefulness in a changing world.

A major step in Emory's long-term plan to increase and improve its services was the $25 million MERIT Program, a capital funds campaign begun in 1965. The goal, set to be reached in 1969, was increased to $31 million by the Ford Foundation's conditional grant, which required matching funds of four-to-one. The Ford grant was a significant acknowledgment of Emory's superior performance and its potential for increased strength. Emory earned the Ford funds, and successfully met the original MERIT goal eight months ahead of schedule. Total gifts exceeded $35 million. There is no clearer demonstration of the willingness of Emory's constituency to make the investment necessary to build one of the nation's outstanding universities.

SCHOOLS, DIVISIONS AND DEGREE PROGRAMS

Emory College, the four-year undergraduate division of the University, offers a liberal arts curriculum leading to the degrees of Bachelor of Arts and Bachelor of Science. The College provides 24 areas of subject-matter concentration and offers ample opportunity to prepare for professional study at graduate and professional levels.

Oxford College is a two-year college located on the original Emory College campus in Oxford, Georgia. Students who satisfactorily complete the course of study at Oxford are eligible to enter the junior class of Emory College or to apply for admission to an appropriate program on the Atlanta campus. Some transfer to other colleges to complete their degree programs.

The Graduate School of Arts and Sciences offers the Master of Arts, the Master of Science and the Doctor of Philosophy degrees, as well as the Master of Arts in Teaching, the Master of Education and the Master of Librarianship degrees. In the humanities two interdisciplinary programs, the Division of Religion and the Institute of Liberal Arts, provide broad programs of study that interrelate the fields of literature, theology, ethics, sociology, anthropology, history and philosophy.

The School of Law offers (1) a three-year professional program leading to the Doctor of Law (J.D.) degree, to which the minimum entrance requirement is a baccalaureate degree, (2) the Master of Law degree program, a year of graduate study for holders of law degrees from approved schools and (3) the Master of Comparative Law degree awarded to foreign law school graduates.

The School of Business Administration offers to students who have completed two years of college work a two-year professional course leading to the Bachelor of Business Administration degree. A two-year program leading to the Master of Business Administration degree is open to those who have already earned a baccalaureate degree.

The School of Medicine offers a four-year Doctor of Medicine degree program, to which the minimum entrance requirement is three years of college work. In cooperation with the Graduate School, it offers a six-year M.D.-Ph.D. program for college graduates seeking careers in medical research or teaching, and through the Division of Allied Health Professions the M.M.Sc. degree is offered. Internship and residency programs for physicians are administered through Emory-owned and Emory-affiliated hospitals in the Atlanta area. (See "Woodruff Medical Center," page 4 .)

The School of Dentistry offers the four-year Doctor of Dental Surgery degree for students who have a prerequisite of three years of college work, and postgraduate instruction leading to certificates for advanced education.

The School of Theology offers a nine-quarter program leading to a Master of Divinity degree, a four quarter program for the Master of Christian Education degree, and a two-year program for the Doctor of Sacred Theology. Minimum entrance requirement for the first two is a bachelor's degree, and for the D.S.T., a Master of Divinity.

The School of Nursing offers (1) the Bachelor of Science in Nursing degree, which combines two years of liberal arts study with three years of basic health and clinical training, and (2) the Master of Nursing, which graduates of collegiate nursing schools may earn in four to six quarters of study in a specialized professional field.

WOODRUFF MEDICAL CENTER

Medical education, research and patient-care programs of the University are carried on

through the Woodruff Medical Center, a complex of hospitals and teaching and research units.

The Woodruff Medical Center includes eight divisions of the University:

The School of Medicine
The Division of Basic Health Sciences
The School of Dentistry
The School of Nursing
Emory University Clinic
Emory University Hospital
Crawford W. Long Hospital
Yerkes Regional Primate Research Center

The Emory University Clinic, on campus, is a private practice partnership of members of the faculty of the School of Medicine. It occupies the Scarborough Memorial Building adjacent to the hospitals and the medical laboratories, enabling its members to serve effectively both their patients and the School.

Emory University Hospital and Crawford W. Long Hospital are owned and operated by the University. Both have full medical intern and residency programs, and provide professional experience for students in the hospital nursing school at Crawford Long and in Emory's collegiate School of Nursing.

The Yerkes Regional Primate Research Center is one of eight major facilities in the United States for the study of monkeys and the great apes. A permanent staff – Emory faculty and graduate students – and researchers from all over the world are engaged in psychological, sociological and medical studies of non-human primates.

In addition to the Emory units of the Woodruff Medical Center, there are eight independent agencies associated directly with the University's health services:

Henrietta Egleston Hospital
Jesse Parker Williams Hospital
Grady Memorial Hospital
Atlanta Veterans Hospital
Georgia Mental Health Institute
Wesley Woods Health Center
The U.S. Public Health Service's
Center for Disease Control
Elks' Aidmore Hospital

The major part of in-hospital instruction for students in Emory's School of Medicine is performed at Grady Memorial Hospital, a public facility operated by the Fulton-DeKalb Hospital Authority. The School of Medicine by contract provides all professional medical service for the hospital.

The other hospitals associated with the Woodruff Medical Center have close contractual relationships with the University, whereby medical care, instruction and other services are exchanged.

The Center for Disease Control, adjacent to the campus, adds important resources in teaching, research and patient care. Members of the CDC staff are valued associates of the University health services staff.

The Department of Psychiatry of the School of Medicine has direct responsibility for training and research at the Georgia Mental Health Institute, located near the Emory campus and owned and operated by the State of Georgia.

UNIVERSITY ORGANIZATION AND GOVERNMENT

Board of Trustees

Emory is governed by a 33-member Board of Trustees, all of whom are elected by the Board itself although three are nominated by alumni. The Board elects the President of the University who, with Board approval, appoints other administrative officers and members of the faculties. Academic programs of the University are determined by the faculties, with approval by the President.

The University By-Laws contain detailed descriptions of the authority of the Trustees as well as methods of election, committee organization and other pertinent information. In addition the powers of the President, other administrative officers and the faculties are described in detail. The By-Laws are printed separately and a copy is included with this *Faculty Handbook*.

The University Senate

The University Senate was authorized in 1950 by the Board of Trustees under Article V of the By-Laws of the University.

The Senate is empowered to consider and make recommendations concerning all matters of general University interest. It may consider any matter referred to it by the President or the Trustees and in addition may on its own initiation submit recommendations to the President on any matter affecting the interests of the University.

The composition, committee structure, powers and method of operation are described in detail in the By-Laws of the University Senate. A copy of this document is made available with this *Faculty Handbook* and thus is made a part of it.

RELATIONSHIPS WITH OTHER INSTITUTIONS

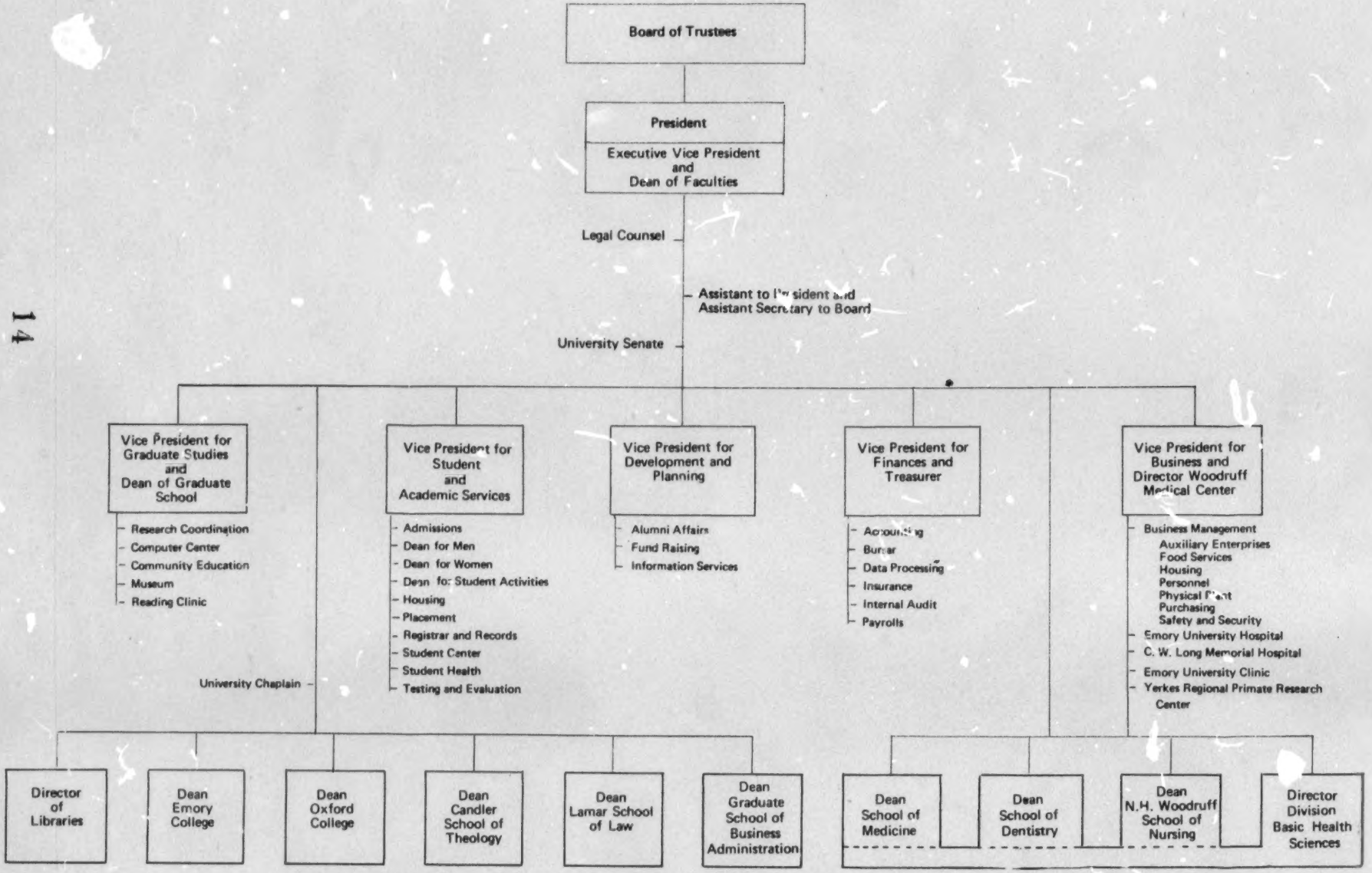
With eight other institutions in the Atlanta-Athens area, Emory is a member of the University Center of Georgia. Founded in 1939, the Center promotes cooperative programs among member institutions. It brings outstanding scholars as visiting lecturers and consultants to the several campuses, and sponsors quarterly meetings of faculty members of various departments. The office of the University Center, located at Athens, Georgia, issues a quarterly calendar of activities and seeks to inform all faculty members of the nature and availability of its programs.

To facilitate research, the Center sponsors a Union Catalog of the holdings of all member institutions and of a number of other libraries in the region. This catalog is located in the Candler Library of Emory University. (See "Libraries," page 25.)

Emory University also has cooperative arrangements of various types with neighboring institutions, including Agnes Scott College, Columbia Theological Seminary, Interdenominational Theological Center, Atlanta University, Morehouse College, Spelman College, the Atlanta School of Art and the Atlanta Speech School. Emory also operates joint programs with public school systems through the Atlanta Area Teacher Education Service and the Education Improvement Project. In addition the University is attempting to develop its programs in international studies and is a charter member of The Southern Consortium for International Education, formed in 1969 with Atlanta University, Georgia State University, Georgia Institute of Technology and the University of Georgia.

CHART OF ADMINISTRATIVE ORGANIZATION

Emory University — September 1, 1970



ACCREDITATION AND RECOGNITION

Emory has been a member of the Southern Association of Colleges and Schools, the regional accrediting agency, since 1917. Under a new program adopted by that body, Emory's accreditation was reconfirmed after a thorough self-study completed in 1962. Each professional school has received the highest recognition granted by the appropriate accrediting agency in its field.

Emory was placed on the approved list of the American Association of Universities in 1924. Further recognition came with installation of chapters of Phi Beta Kappa in 1928 and Sigma Xi in 1944. Emory became a charter member of the Southern University Conference in 1935, of the Council of Southern Universities in 1952, and of the Council of Graduate Schools in 1961. It is also a member of the American Council on Education and the Association of American Colleges.

On the AAUP self-rating scale for faculty salaries, Emory's standing in 1969 was "B."

NON-DISCRIMINATION

Although the University has never had a written policy limiting admission to certain races or religions, it was not until 1961 that the Trustees were legally free to announce a policy of non-discrimination. In that year legal counsel of the University initiated action in the courts which was successful in making it possible for all non-public institutions of higher education in Georgia to admit students of all races without losing their tax-exempt status. For his leadership in these matters, both as Chairman of the Emory Board of Trustees and as legal counsel of the University, Henry L. Bowden received the Alexander Meikeljohn Award made annually by the American Association of University Professors.

The University has continued to operate under a policy of non-discrimination, and consistent with practice has given assurance of compliance with provisions of the United States Civil Rights Act of 1964. In addition, a program of affirmative action was developed and implemented in 1969 to insure fair procedures and practices in employment.

All members of the faculty, staff and student body are expected to assist in making these assurances and policies valid in fact.

THE FACULTIES

EMORY POLICIES AND THE FACULTY

Using as a basis the 1940 Statement of Principles on Academic Freedom and Tenure originally co-sponsored by the Association of American Colleges and the American Association of University Professors, the Emory Trustees adopted a series of basic policies governing faculty relationships at their annual meeting October 31, 1951. Major revisions were approved October 22, 1965.

The Statement of Principles Governing Faculty Relationships includes descriptions of faculty rank, procedures for appointment, promotion and tenure, policy for leaves of absence and retirement as well as other pertinent information about contractual relationships for faculty members. The Statement has been separately printed and included with this *Faculty Handbook* and thus is made an official part of it. Because of the color of the cover, it is popularly known as the *Gray Book*.

Emory prides itself on the academic freedom which both faculty and students enjoy. To clarify any questions you may have, here is the basic policy established by the Emory University Board of Trustees on October 31, 1951, and revised and approved on October 22, 1965.

WHAT ABOUT OUTSIDE COMMITMENTS?

Emory's Policy on Consulting, Teaching and Other Services Outside the University

When a faculty member is committed to a full-time obligation to the University, it is assumed that he will devote his full time to the discharge of this obligation. It is obvious, however, that there are many opportunities for faculty members to use their professional talents to serve the wider community while enriching their experience for more effective teaching and research.

The two policy statements which follow are designed to provide guidelines for procedures and decisions when faculty members have opportunities for service outside the University.

A) Policy Regarding Consulting

One of the most effective ways by which a university can serve the wider community is to encourage members of the faculty to make available the wide range of their knowledge and skills to business, industry and government. Recognizing its opportunity and responsibility for community service, Emory has made it possible for faculty members to serve as private consultants for which compensation is received, so long as this service does not interfere with their primary responsibilities to the University.

Because the possibility of conflicts of interest on the part of consultants is steadily increasing as opportunities for consulting are widened, it is essential that consultants be on the alert to avoid them, particularly as they apply to government-sponsored research. To assist in understanding the problem, the joint statement of AAUP and ACE entitled "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities" has been widely circulated throughout the University. It has been accepted as providing operating guidelines.

The following general policy and procedures govern consultation by faculty members:

1. Department heads and deans shall be informed by full-time staff members of all plans to do private consulting for which compensation is received. Each full-time member of the academic staff shall be permitted to engage in private consulting work not to exceed the

equivalent of one day per week during the months when he is responsible to the University, provided such work, in the judgment of the department head and in accordance with the principles stated above, does not interfere with regular University duties.

2. Obligations involving unusual circumstances, either as to the time or the nature of the work, yet which do not exceed the equivalent of one day per week, shall be undertaken only when approved by the dean of the school or college concerned.

3. Obligations which involve time beyond that prescribed above, or which necessitate an absence from the campus for periods in excess of seven days during the period of the contract year of the faculty member, shall be undertaken only with the approval of the President upon the recommendation of the head of the department and the dean of the college primarily concerned.

B) Policy Regarding Outside Teaching and Other Service

1. Teaching or other service at another institution, for compensation or otherwise, is not authorized for full-time faculty except as hereinafter provided.

In circumstances deemed appropriate by the dean(s) of the school(s) in which such faculty member holds appointment(s) such outside teaching or service may be authorized. Such authorization must be obtained, in advance of any commitment, and in granting the authorization the appropriate dean(s) will take into consideration such factors as the total hours of teaching load to be undertaken by the faculty member, the effect on his professional development, and the needs of the institutions involved. Authorized outside teaching or service will cause the faculty member's teaching load and remuneration at Emory to be reduced proportionately.

2. Teaching or other service by a full-time faculty member in a school within the University other than the school(s) in which he holds appointment(s) may be arranged only with the prior approval of the dean(s) of the school(s) in which he holds appointment(s). In granting this approval the appropriate dean(s) will take into consideration the factors contemplated in (1) above.

WHAT ABOUT PATENT RIGHTS?

The policy on patents which follows, a part of Section 5(b) of the By-Laws of Emory University, was revised and approved by the Executive Committee of the Board of Trustees, January 16, 1969.

1. (a) Acceptance of the University's patent policy, as hereinafter prescribed, shall be a condition of employment, and any patentable discovery by any member of the University faculty or staff shall be subject to the provisions hereof.
2. (a) All rights in a patentable discovery or invention by any member of the University faculty or staff shall be assigned to Emory University except that the University will, as hereinafter provided, relinquish its rights thereto when the circumstances show that the University's contribution to the development thereof, through its facilities, resources and opportunities, has been unsubstantial.
   (b) The President of the University shall appoint a special University Committee on Patents to advise him on patent matters, administer this policy and make recommendations concerning the relinquishment of University rights as contemplated in Paragraph 2(a).
   (c) The Committee on Patents, subject to the approval of the President, shall make such rules and regulations and issue such instructions as may be necessary to implement this policy.

3. (a) When the President's decision is to retain patent rights hereunder, the University shall defray all expenses connected with the patent application necessary to secure such rights, and the inventor or inventors thereof shall execute all assignments, transfers, and other instruments considered necessary by the University's attorney to effectuate this policy.
4. (a) Income derived from retained patent rights shall be distributed as follows:
   (1) The expense of the patent application and any expenses involved in the protection of the patent shall be a first charge against the income thereof.
   (2) Amounts expended by the inventor out of his personal funds for the development of the patent, not otherwise reimbursed by the University, shall be a second charge against the income therefrom.
   (3) After the foregoing charges have been met the inventor shall be entitled to 15% of the amounts received on account of the patent rights. However, when the inventor or inventors has or have become entitled to as much as $40,000 in any fiscal year of the University, he or they shall not participate further in the amounts received during that year.
   (4) The remaining income shall be credited to the unrestricted current operating funds of the University. The University shall not be bound to any specific use of such income but shall give consideration in the use of this income to the activity of the University from which it was derived.
   (5) To the extent that the University may be limited by any contract, grant, award or legislation from giving full effect to this policy, the inventor shall be presumed to have knowledge thereof, be subject thereto, and his rights determined hereunder in accordance therewith.
5. (a) If, under paragraph 2(a), the University decides to relinquish its rights, it may do so completely, or under such terms and conditions as the President, counseled by the Committee on Patents, deems fair and equitable considering the extent of the University's contribution to the development of the patent.
   (b) The University and the faculty or staff, if neither wish to defray expenses connected with a patent application, will submit potentially patentable items to the Research Corporation under the terms of the agreement now existing between Emory University and the Research Corporation.
6. (a) This policy shall be effective for all patent applications filed with the Patent Office after the date of its adoption by the Board of Trustees of the University and after September 1, 1963.
7. (a) This policy shall not be construed in any way as having any application to copyrights.

GIFTS, GRANTS AND SOLICITATIONS

The Office of the Vice President for Planning and Development (see page 29) utilizes the planning done continuously by deans, faculty and students as the basis for an overall plan of University development and seeks to secure funds to implement these plans.

Many of the most effective ideas for development, as well as for funding, come from members of the faculty. The Development Office is prepared to entertain and refine ideas, to try to identify logical sources of support and to assist in both the preparation and presentation of appeals to foundations, individuals, government agencies and other potential donors.

To prevent confusion and unnecessary duplication of effort, the Development Office serves as a clearing house for the faculty and staff in efforts to make approaches to donors. Faculty members are urged to consult with the staff in the Development Office before making contacts with sources of support. Advice and counsel can be of great assistance. The Treasurer of the University can also contribute expert guidance in the preparation of budgets to support applications.

Before applications are submitted formally to potential donors, they should be checked for accuracy and completeness, and copies should be filed with both the Treasurer and the Office of Development.

INVITATIONS TO SPEAKERS

The following policy on guest speakers invited to Emory by students and student organizations was formulated by the University Senate and approved by the President on February 6, 1964.

A university is a place for the free and responsible presentation and discussion of ideas by faculty, students and invited speakers. The freedom includes the opportunity to explore controversial topics and various points of view. The responsibility involves the duty to carry on such discussions with competence, tolerance and fair-mindedness. Guest speakers, invited to participate in the University community, are accorded this freedom and are expected to accept this responsibility. Within these general principles, and in keeping with the purposes of the University and the following procedures, the contribution of invited speakers to the life of the University is to be encouraged.

1. Any active student organization chartered by the University Senate Committee on Student Organizations and Activities may, in a manner consistent with its own by-laws and with the approval of its faculty adviser, invite a guest speaker to address its own membership.
2. In case invitations to such meetings are to be extended beyond the membership of the organization involved to the University student body and/or to the public, approval of the speaker, in advance of his invitation, must be secured in writing from the office of the Dean for Student Activities.
3. The decision of the dean's office regarding such approval may be appealed by the student organization to the University Senate Committee on Student Organizations and Activities. The determination of this body, or an authorized sub-committee thereof, shall be final.
4. Any unchartered group should get the approval of the Vice President for Student and Academic Services before inviting a guest speaker to the campus.

EXPRESSIONS OF OPINION ON PUBLIC ISSUES

The Committee on Educational Policy recommended, and on May 20, 1969, the University Senate approved the recommendation "that Emory University take no public stands on issues other than those which directly affect its educational programs, its community and its environment."

As a corollary to this position, however, the Committee emphasized that it is incumbent upon the institution to defend the rights of individuals within its community to express their opinions and judgments in matters of public concern.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Professional organizations provide opportunities for the exchange of ideas, presentation of research papers and leadership in the development of the profession. Membership is available to members of the faculty in a wide variety of such organizations which bring together scholar-teachers with common interests.

Members of the Emory faculty are encouraged to participate in the activities of these groups. Membership fees are borne by faculty members on an individual basis, but financial assistance is available to help defray travel costs within the policies and limitations of funds of the schools and departments. (See "When You Travel," page 18.)

When appropriate, the University cooperates with members of the faculty in extending invitations to professional societies to hold meetings on the Emory campus or in Atlanta.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The Emory University chapter of the AAUP was founded in 1938. It shares the objectives of the National Association to promote high academic standards and ideals, and faculty welfare. In addition to participating in such national concerns as academic freedom and tenure, faculty salaries, college and university government, professional ethics, rights of students, government and higher education, and teaching and research, the Emory chapter has acted on its own to clarify and encourage the development of Emory toward excellence as a university. Specific issues have changed from time to time, but an attitude of appreciation and respect between the administration of Emory and the AAUP has consistently been maintained.

AAUP membership is open to all persons with faculty status at Emory, whose appointment is for at least one year, and whose work is at least half-time in teaching or research. A small assessment for local dues is placed on the membership. Over 200 members of the Emory faculty are active members of the AAUP. The services of the Association are available to all faculty whether or not they are members.

HONORARY DEGREES

Honorary degrees are conferred by vote of the University Trustees on persons who have provided distinguished service in appropriate fields of endeavor. Faculty members are encouraged to make suggestions and nominations to the Chairman of the Senate Committee on Honorary Degrees. After approval by the Senate, nominations are sent to the President of the University, who transmits names to the Trustees for final approval.

Most honorary degrees are conferred at June Commencement exercises, although on occasion they may be conferred at special convocations. A recipient must be present in person to receive the degree.

CONVOCATIONS

The colorful pageantry of academic convocations symbolizes the unity of the University. Although special occasions may inspire convocations, there are three University-wide convocations which have become traditional at Emory. These are the Fall Convocation on the first day of classes, June Commencement at the close of spring quarter, and August Commencement at the conclusion of the summer quarter.

Faculty members play an important role in these events and are urged to participate, wearing appropriate academic costume. For these occasions, the University will provide faculty members with academic costume without charge.

Prior to University convocations, the University Marshals will make available to faculty members full information about each event, including time, place and directions for securing academic robes.

Other special convocations may be held in connection with special events within the various schools.

FOR YOUR BENEFIT

Emory's benefit program for faculty has increased significantly in recent years. Listed here are the numerous employee benefits you enjoy as a member of the Emory faculty:

Insurance and Social Security

1. Group Life Insurance
   The Emory University Group Life Insurance Program for regular full-time faculty is underwritten by The Prudential Insurance Company of America. The amount of insurance available under this plan varies according to salary. This program provides insurance payable to a beneficiary of the faculty member's choice in the event of death, and it also provides for payment of the full amount of basic insurance to the individual faculty member in the event of his total and permanent disability prior to the age of 60. This insurance has an Accidental Death and dismemberment provision and a provision for supplemental insurance. The cost is shared by faculty member and the University.

2. Blue Cross-Blue Shield Insurance
   Emory University has a preferred Blue Cross-Blue Shield plan for hospitalization and surgical benefits. Costs and benefits vary according to options selected. Premium costs for this program are borne entirely by the individual faculty member. This plan is available on an optional basis for full-time or part-time faculty members.

3. Major Medical Expense Insurance
   Emory University has a Major Medical Expense Insurance Program which is available on an optional basis to regular full-time faculty members. The majority of the premium costs of this program are paid by Emory University.

4. Total Disability Benefits Insurance
   The Emory University Total Disability Benefits Insurance Program for regular full-time faculty above the rank of Instructor who have completed one year of regular full-time service with the University is written through the Teachers Insurance and Annuity Association. It provides both an income benefit and a waiver of TIAA-CREF annuity premium benefit. The cost of this program is borne by both the individual faculty member and the University with the University paying the majority of the cost.

5. Workmen's Compensation
   Emory University is self-insured in the area of Workmen's Compensation, and Workmen's Compensation benefits are regulated by the laws of the State of Georgia as contained in Georgia Code Annotated, Workmen's Compensation Act.

The Safety and Security Office has the responsibility for administering the Emory University Workmen's Compensation program. Job-related accidents and injuries should be reported to that office promptly.

6. Air Travel Insurance
   Faculty members traveling by plane on University business are insured by a special air travel policy for accidental death and dismemberment while a passenger on any scheduled civilian air carrier and as a passenger in a land conveyance, licensed for transportation of passengers for hire, but only while traveling directly to or from an airport immediately preceding departure or immediately following arrival of an aircraft specified above used by or to be used by the traveler. The maximum benefit is $100,000, and the beneficiary is the one named for the University group life insurance, or the estate of the faculty member.

7. Specified Disease and Cancer Insurance
   Coverage is available through the Office of Personnel on a once a year premium basis. Spratlin, Harrington and Company is the insurance carrier.

8. Social Security
   Faculty members participate in the Federal Social Security program as required by law. Unless otherwise exempt by law from participation as an employee, the individual faculty member pays a percentage of salary for Social Security and the University matches this amount. Ordained ministers in the pursuit of their ministry are required to participate on a self-employment basis unless they have been granted an exemption from Social Security coverage by the Internal Revenue Service.

Retirement and Annuity Programs

Emory University has a retirement annuity program for regular full-time members of the faculty above the rank of Instructor, written through the Teachers Insurance and Annuity Association. This program is supported through a 5% payroll deduction from the salary of the individual faculty member and a contribution by the University each month of 7% of the current Social Security base and 8% of salary above that. This monthly premium, which amounts to 12%-13% of salary, is paid over to Teachers Insurance and Annuity Association to purchase a fully vested annuity contract for each participating member of the faculty. If they wish to do so, faculty members may arrange for up to 75% of this premium to be invested in the College Retirement Equities Fund.

Health Services

Admission to Emory University Hospital is by personal physician. The services of Emory University Clinic are available only by referral by a physician. The hospital maintains emergency room facilities. The University School of Dentistry accepts patients for student instruction, and faculty members and their families may obtain dental care, at reasonable fees, through this program, which is carried out by advanced students under the supervision of dental school faculty.

Emory University Hospital allows, to regular full-time faculty members and their fully dependent spouses and children, a discount of 25% of hospital charges remaining after insurance. Also, regularly stocked drugs may be purchased for convenience at the Emory University Hospital Pharmacy by members of the regular full-time faculty.

Another Emory Benefit: Courtesy Courses and Scholarships

1. Courtesy Courses

   The following may have the privilege of taking one course (up to five quarter hours) a quarter without paying tuition, provided the absence from normal working hours can be arranged without detriment to the work of the department and provided that academic and admission requirements are met.

   a. A regular full-time member of the faculty or administrative staff or his or her spouse
   b. A widow of a member of the faculty or administrative staff who died while serving in that capacity after a minimum of five consecutive years of regular full-time service completed immediately prior to such death

   Request for class enrollment must be made in advance with the department head and may be approved at his discretion. If such approval is given, the individual administrative staff or faculty member should then apply for admission and enrollment to the Admissions Office of the University. Employees may not under any condition schedule more than five hours of classes a week, and the time away from work should be made up either by lengthening the work day or by weekend work, at the convenience of the department.

2. Courtesy Scholarships

   Courtesy scholarships of 100% of regular tuition, granted only upon application, are available in Emory College, School of Nursing (academic and undergraduate program only) and the School of Business Administration (undergraduate only). Courtesy scholarships are provided for a dependent child of:

   a. A regular, full-time member of the faculty or administrative staff.
   b. The widow or estate of a deceased member of the faculty or administrative staff who died while serving as a regular full-time member of the faculty or administrative staff after a minimum of five consecutive years of regular full-time service completed immediately prior to such death.
   c. A member of the faculty or administrative staff who is retired and who served at least five consecutive years of regular full-time service immediately prior to retirement and who is not currently employed elsewhere on a full-time basis.

   Applications for Emory Scholarships must be made at the Admissions Office. Such scholarships are subject to all University policies and procedures governing the administration of scholarships. Full information about these policies and procedures may be obtained from the Admissions Office.

DETAILS ABOUT MONEY

When are you paid? How are you paid? Here are answers to frequently asked questions.

Salary Checks

Salary checks for regular faculty members are issued on the last working day (Mondays through Fridays) of each month. Faculty members with regular appointments of nine or 12 months are normally paid over a 12-month period. Faculty members with temporary or part-time appointments are normally paid over the span of the appointment. Separate checks are written for supplemental income, e.g., summer school teaching, and are available in the Payroll Office on the 10th of each month. If the amount of supplemental income is less than $100, the amount is included in the regular salary check.

Many University departments make arrangements to have salary checks picked up at the Payroll Office and distributed to department members. Checks may also be obtained by the individual directly from the Payroll Office. Checks are customarily delivered for distribution at the Glenn Building of the Grady Hospital complex, the School of Dentistry, Emory University Clinic, Emory University Hospital, the Comprehensive Health Center and Oxford College.

If a faculty member wishes his salary checks to be deposited directly into his bank account by the Payroll Office, he may arrange this service by written request to the Office of Personnel.

Credit Union

Faculty members are invited to participate in the Emory Employees' Federal Credit Union, which was chartered in May, 1968. Payroll deduction for systematic savings is available. In addition credit union members can obtain loans at a reasonable rate of interest.

Optional Salary Deductions

Faculty members may authorize deductions from their salary checks for the purchase of United States Savings Bonds through the Payroll Savings Plan; for contributions to the Greater Atlanta United Appeal Fund; for contributions to the Emory University Loyalty Fund; and for savings and/or loan payments to the Credit Union. Authorization forms for these deductions are available in the Office of Personnel in Trimble Hall.

Identification Cards

Identification cards, which are useful both on campus and in the general Atlanta area, are available to all regular faculty members through the Office of Personnel.

The University Bookstore, for instance, gives a discount to faculty members on purchases over $1 when they show their identification card. Identification cards are also helpful in cashing checks on campus and in the community.

WHEN YOU TRAVEL

If travel is a part of your job, your travel expenses may be reimbursed. Here is the Emory policy on travel for faculty members.

1. General Policy
   The policy of the University is to reimburse travelers on official University business in accordance with descriptions of various specific items contained in this policy statement.
2. Exceptions to General Policy
   A. To conserve funds or for other purposes, any school, division or department of the University may adopt policies that are *more* restrictive than these general policies, but policies *less* restrictive are not acceptable except as may be permitted by subsequent sections of this policy statement.
   B. Granting and contracting agencies will be requested and expected to allow general University policies to apply, but if the granting agency makes a more restrictive policy a condition of the grant or contract, then such restrictive conditions shall prevail. If the travel policy specified by the granting or contracting agency is less restrictive in certain respects the granting agency policies will also prevail.

3. Specific Policies

A. The University reimburses on the basis of actual, reasonable expenses incurred rather than on a per diem basis.

B. Transportation

1. By Air – Fare applicable to jet day coach exclusive of federal excise tax, unless less costly accommodations are used, is allowable. If more expensive accommodations are used, a letter of justification must be furnished, otherwise the difference will be considered a personal expense. The unavailability of the minimum allowable accommodation is considered a justification. Receipts for air travel are required.
2. By Rail – Minimum first class accommodations (roomette or lower berth are allowable). Receipts required.
3. By Private Automobile – The owner of the auto will be reimbursed at the rate of ten cents ($ .10) per mile or jet day coach fare, plus transfers, whichever is less. Car storage, tolls and auto repair are not allowable expenses. Normally the cost of meals and lodging en route are not allowable expenses. If more than one person travels in a privately owned auto, however, food and lodging costs may be allowed to the extent of the limit of cost by jet day coach. Local automobile expense is not reimbursed, except in unusual situations and after administrative approval at the dean or division head level.
4. By Bus – Actual fare. Receipts required.
5. Rental Cars – Actual charges for standard equipment will be allowed when this mode of travel is the most practical and least expensive method. Receipt required. Cars should be rented by the use of credit cards or vouchers available in the Treasurer's Office to insure receiving the University discount rate.

C. Lodging – Actual cost of lodging will be reimbursed. If wife or husband whose expenses are not allowable is accompanying the traveler, the hotel cashier should be requested to record the applicable single rate on the bill, and only this amount will be reimbursed. Receipts required.

D. Meals – Actual reasonable cost of meals, plus taxes and tips, is allowable. Receipts are not required.

E. Telephone – Necessary telephone expenses in connection with the trip are allowable.

F. Taxi – Necessary taxi or limousine service is allowable expense. Use of limousine or other service which is less expensive than taxi is encouraged.

G. Tips – Tips for baggage handling and other necessary tips are allowable. Tips for meals and taxi service should be included as part of these expenses.

H. Personal Expense – Personal expenses such as laundry, dry cleaning and personal telephone calls to traveler's home are not reimbursable.

4. Insurance

The University carries a blanket air travel insurance policy covering travelers on official University business (see "Insurance," page 15). Air travel insurance premiums, therefore, are not allowable expenses.

5. Procedures

All expense reports must be submitted through the office of the appropriate dean

or division head for approval prior to reimbursement. A separate document, outlining procedures for reporting travel expenses, securing advances, rental of automobiles, securing air line tickets, etc., is available from the Controller's Office

YOU, YOUR JOB, AND YOUR STUDENTS

Policy: University-Student Relationships

Because Emory recognizes that the official University position on students' rights and responsibilities is a vital concern to faculty members, it is appropriate that the position be presented to faculty members, as it was approved and stated by the Board of Trustees in October, 1968.

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The Board of Trustees of Emory University hereby adopts and publishes the following statement of policy dealing with University-Student relationships.

1. Emory University was founded on Christian principles by The Methodist Church and proudly continues its Church relationship as an agency dedicated to seeking and imparting truth.
2. Admission to Emory University is open to applicants who are able to meet its admission standards, regardless of race, creed, color or place of origin; persons are not to be admitted to any of its divisions or schools by any quota or any formula based on race, creed, color or place of origin.
3. Attendance at Emory University is a privilege and not a right. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject only to the fulfillment of their financial obligations to the University.
4. By applying for admission to Emory University and being accepted, each student agrees to be bound by the rules, policies, procedures and administrative regulations as they exist at the time of his admission and as they may be changed, modified or added to during the time he is a student.
5. By admission as a student at Emory University, a person acquires the right to pursue the course of study to which he is admitted, under applicable policies, rules and procedures.
6. Students will be provided the opportunity to participate in the development of rules and procedures pertaining to student affairs to the extent that such participation and the results thereof, as determined by the Board of Trustees or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Trustees and the Administration.
7. The University expects each student to conduct himself with dignity and with due respect for the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person but are essential to the maintenance of a free and orderly society.
8. Membership in and rules governing admission to student organizations at Emory shall be determined by the organizations themselves, and such rules shall not be required to be uniform so long as the same do not contravene any policy established by the Board of Trustees.

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This concludes the Emory Trustees' Statement of Policy on University-Student Relationships.

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Faculty-Student Relationships

Because Emory is a relatively small University with a favorable faculty-student ratio and a student body largely residential in character, faculty-student relations are generally warm and friendly. Faculty members are personally acquainted with many of their students and provide much counseling, both academic and personal. Many faculty members visit with students and entertain them in their homes on an informal basis, so that the educational and social atmosphere of the University community is one of involvement and constructive dialogue between faculty and students. There is no effort on the part of the University or its faculties to serve *in loco parentis,* but there is wide concern to assist students in their total intellectual and personal development.

Basic Teaching Duties

Faculty members are expected to meet classes regularly, to make clear their expectations of students, to determine grades fairly, to keep adequate records of academic progress, and to report grades promptly at the conclusion of a grading period. Once a final grade is reported, it becomes a part of the student's record and may be changed only after the most careful reconsideration. Reason for change must be stated in writing to the appropriate academic dean.

Effort should be made to provide in the classroom and laboratory an atmosphere of open inquiry congenial to the discussion of different points of view. Procedures differ somewhat from school to school, but in general there is no required class attendance, although a final examination of some nature is required at the conclusion of each course. In fairness to all students, there should be no deviation from the published final examination schedule. Textbooks should be ordered in advance through the Emory Bookstore. (See "Bookstore," page 28.)

Teaching is the primary function of most members of the University faculties. Despite the difficulty of assessing effective teaching, it is an important consideration in promotions and tenure. Teaching loads vary from school to school within the University, and from quarter to quarter; however, insofar as possible they are assigned to promote maximum effectiveness in both student instruction and the scholarly and research work of the faculty.

If illness prevents class attendance, faculty colleagues are usually available to extemporize over short periods of time.

Faculty members are expected to post and keep office hours.

Disciplinary Procedures

Faculty members are not expected to discipline students; however, they participate in drawing up codes of conduct and serve on student conduct committees. Breaches of the code of conduct should be reported to the academic dean, who will initiate appropriate procedures for investigation and decision. Several schools have student honor councils which have responsibility for violations of academic honesty such as cheating and plagiarism. Students explain the workings of such systems to new faculty members and expect faculty and students to report suspected violations. Student councils recommend disciplinary action to the deans, who enforce penalties.

Student Government

The Student Government Association (SGA) is the organization in which students

throughout the University participate in governing themselves. A constitution provides for a president to be elected University-wide and for a legislative body whose members represent the students of the several schools on a basis proportionate to enrollment. This government carries on its activities through numerous committees and allocates funds for their support.

In addition, students have their own governmental organizations within the schools of the University. For example, students in Emory College elect members to the College Council, the members of which represent the four classes in the college.

Committee Service

Committee assignments are necessary if the faculty is to participate in the determination of policy. In addition to the standing Senate committees, there are a number of ad hoc University and other committees, both standing and special, within the schools and colleges. Effective committee work by faculty members is a service to students, to fellow faculty and to the University.

Extra-Curricular Activities

Most extra-curricular activities are directed by specialists. Included are such activities as debate, drama, publications and choral groups. Faculty members are encouraged to use their special talents and interests to enliven and enrich student life where there is an opportunity.

Advising and Counseling

Special academic advisers counsel Emory College freshmen and sophomores, but most faculty members engage in academic counseling for concentrants and students in the professional schools. Provision for academic counseling is arranged under the leadership of the deans. Although faculty members provide much personal counseling, they are encouraged to refer students with special problems to any of the University's specialized counseling or treatment services appropriate to the student's needs. Counseling on religious matters and other personal problems may be secured from the University Chaplain and the denominational ministers to students. (See "United Campus Ministry," page 39.) Other University counseling and treatment services are described below.

Student Infirmary

The Student Infirmary is a ward in the Emory University Hospital. Here students with acute illness are admitted for bed care by the Student Health Service physicians. Ambulatory patients are treated at the Student Health Out-Patient Clinic in Harris Hall adjacent to the hospital.

While only students are expected to use these facilities, the Student Health Service makes an effort to provide advice and emergency aid for the faculty member as well. The Student Health Service will assist faculty with immunizations for travel abroad. It has been customary for the Health Service to arrange and promote a free-of-charge chest x-ray survey at the time of fall registration. Faculty and staff are included in this survey.

Emory University Hospital has an emergency room that is staffed by the surgical service primarily for the emergency surgical treatment of accident cases. This service is available to both faculty and students, but only for emergency attention in the case of accidental injury. New faculty members are advised to select a family physician in the community.

Psychological Center

The Psychological Center was established as a mental health facility within the Department of Psychology to help meet the mental health needs of students and staff of

Emory University and for residents of the metropolitan Atlanta community.

The Center extends a full range of out-patient services to children, adolescents and adults. Psychotherapy and counseling services include play therapy with children, individual psychotherapy with adolescents and adults, family therapy, group psychotherapy with adolescents and adults, marital counseling and vocational-educational counseling. Psychodiagnostic services include assessments within the areas of individual social and personality functioning, psycho-educational problems, family or marital disorganization and vocational or educational planning.

All students of Emory University are eligible to receive services without charge. Other clients who wish to receive professional assistance from the Center's senior staff may do so at a fee schedule consistent with private rates in the city of Atlanta. Low-cost professional services are available in case of economic hardship.

Pastoral Counseling Service

The Pastoral Counseling Service, located in the School of Theology, provides counseling for ministers, theology students and their families, and for persons referred by ministers in the community. Emory students and staff are sometimes seen for counseling, but only when referred to the service by professional persons. Cost of counseling is based upon income.

Placement Office

The Placement Office provides career guidance and placement services to all students and alumni of the University who seek this service. To implement this program, the Placement Office endeavors to establish with the student a relationship which will allow him to communicate effectively his abilities, career needs and aims. Simultaneously, the Placement Office establishes and maintains communication with reputable businesses, governmental agencies and educational institutions to ascertain their requirements. Through the information thus assembled, the student has the opportunity to examine in depth the career potentials available to him. In instances where career guidance seems indicated, faculty members are urged to work closely with the Placement Office in the joint effort to serve students effectively.

PROFESSIONAL RESOURCES

EMORY UNIVERSITY LIBRARIES

Organization

Units comprising the Emory University Libraries are: the Robert W. Woodruff Library for Advanced Studies which is the main library; the Asa Griggs Candler Library, a reserve book-study library; the Chemistry Library, a departmental library; the professional school libraries of Law, Medicine, Theology, Dentistry and the Division of Librarianship; and the Oxford College Library. Each of the professional school libraries and the Oxford College Library is under the administrative supervision of its own dean, and each has a librarian in charge.

Library Policy Committee

As provided in the by-laws of the University Senate, there is a standing committee on the library. It makes an annual report to the Senate and may recommend to the Senate any resolution with respect to the Emory University Libraries that it may deem advisable, and, on request of the Senate, may provide information on matters affecting library policy and administration. A principal function of the committee is to advise the Director of Libraries on matters of policy from a University-wide point of view.

Acquisition Policy

The Robert W. Woodruff Library for Advanced Studies serves teaching functions and scholarly activities in direct proportion to the interest taken by the faculties in the maintenance and development of collections. It has been a long-standing policy that a substantial part of acquisitions shall be made on requisition by members of the faculty through departmental representatives appointed for the purpose. Since journals represent a continuing expense, new subscriptions should be very carefully considered. Faculty members should make themselves familiar with the collections in their fields of specialization and can keep informed about acquisitions by reading the fortnightly publication, *Books and Libraries at Emory*, mailed free on request. Books of general interest, books which cut across the lines of academic disciplines, and books, which though not peculiar to any specific curriculum are important in their own right, are purchased from the general fund and suggestions are invited. If a department of the College or Graduate School finds a need for scholarly materials and the cost cannot be paid from the department's allocated funds, a request may be transmitted through the Director of Libraries to the Senate Library Policy Committee, which will give it consideration for purchase from a reserve fund.

Principal Library Services

Reserve Books. Books are placed on reserve at the request of the faculty to provide for the maximum availability of titles which are assigned for required reading. All books for reserve, whether for graduate or undergraduate purposes, are placed on "closed reserve" back of the loan desk, third floor, Asa Griggs Candler Library. No reserve book services are maintained in the Robert W. Woodruff Library for Advanced Studies.

Faculty members should submit their reserve lists to the Candler Librarian two or three weeks in advance of the time the books are assigned for reading. Out of every list which goes on reserve, a certain number of books will be in circulation, and it takes at least three or four days to have them recalled and returned. Many times books are at the bindery, or are misplaced or missing, and it is necessary to order new copies. For this reason reserve lists should be submitted two or three weeks in advance. Since no bound journals are kept in the

Candler Library, it will save readers many unnecessary steps and hours of time if journal articles are Xeroxed and the journals themselves are left in the Robert W. Woodruff Library for Advanced Studies. Professors who want to put journal articles on reserve can arrange with the Candler Librarian to have these Xeroxed well in advance of the reading assignment.

Circulation Services. All books charged out from the Robert W. Woodruff Library for Advanced Studies must be charged from and returned to the Circulation Desk which is located on the main floor.

Some materials are restricted for use in the library; others, such as bound volumes of periodicals, are loaned for three days only. Any book which is in use at the time it is requested by a reader may be reserved. All circulating material must be returned or renewed each year before May 30.

Borrowing regulations for faculty, visiting scholars and other groups are available at the Circulation Desk.

Reference Services. The principal reference and bibliographical collections are on the main floor of the Woodruff Library. Here also are the members of the reference staff who give assistance and instruction in the use of these reference and bibliographical aids.

There is a small, highly selective collection of reference books in the Candler Library.

Special Library Services to Faculty

Faculty Studies. There are 66 faculty studies on the stack floors one through six of the Robert W. Woodruff Library for Advanced Studies, and 10 on the ground floor. These are intended for the enhancement of research and scholarship and will be assigned only to faculty members working on a specific research project. The policy, adopted by the Library Policy Committee of the University Senate, on assignment and use of these faculty studies follows.

Studies may be assigned only to members of the full-time faculty and to visiting scholars. Faculty members who are working toward an advanced degree are not eligible. Priority will be given to members of the faculties of the Graduate School of Arts and Sciences, Emory College and the School of Business Administration. After these needs have been met, priority will be given to the faculties of the other professional schools.

Applications for assignment to faculty studies must be made in writing to the Associate University Librarian, who makes decisions about study assignments. In the event of conflict, appeal may be made to the Library Policy Committee.

Seminar Rooms. There are six seminar rooms on the stack floors one through six. They are limited to graduate student instruction. Applications for the assignment of a seminar room should be made to the Associate University Librarian.

Bibliographical Study. Members of the reference staff are specialists in the bibliography of the various subject fields. They are available upon invitation of the instructor to lecture to any class on the reference books, indexes, bibliographies and other library sources of particular subjects. A special bibliography seminar room adjoins the reference offices where these lectures can be given and where the students can examine the material discussed.

Interlibrary Loan. Faculty and graduate students may borrow research materials from other libraries through the interlibrary loan service which is located in the Reference Office. Microfilm and Xeroxing provide another method of making available to Emory faculty research materials located in other libraries. The Reference Department staff is prepared to give assistance to readers who wish to place personal orders for these materials from other libraries.

Union Catalog of the Georgia University Center. The University Center in Georgia provides a Union Catalog which is located in the Asa Griggs Candler Library (Room 117, 378-2811) and which provides main entry or author cards for all books in the participating membership of the Center (Agnes Scott, Atlanta School of Art, Atlanta University, Columbia Theological Seminary, Emory University, Georgia Institute of Technology, Georgia State University, Oglethorpe University and the University of Georgia) and a large number of other libraries in the Atlanta area.

A University Center inter-use card entitles a faculty member to use each of the member libraries of the University Center. This card can be obtained from either the circulation or the reference department in the Robert W. Woodruff Library for Advanced Studies.

TEACHING AIDS

Services of the Office of Teaching Aids are available to the entire University. Normally there is no charge against departmental budgets for these services. Staff will work with any department on audiovisual problems. Equipment will be repaired when possible and help will be provided on the acquisition or disposal of items.

A limited collection of records, tapes, filmstrips and slide sets is available for class use. Lists of materials on selected subjects will be compiled on request. Films may be rented from other libraries.

The equipment pool includes all general and some special audiovisual items which may be borrowed for class and class-related uses.

The following services are offered:

1. Procurement, storage and circulation of audiovisual materials and equipment. Films are rented for date required.
2. Reference service for audiovisual materials and equipment. A collection of catalogs is available for use in the office.
3. Individual and group instruction in the operation and use of equipment and in simple production of materials and their uses.
4. Assistance in the adaptation and production of special materials for class use. Equipment and supplies are available for producing 2 x 2 slides, super 8 mm films, 8 x 10 transparencies, tape recordings from live sources, records and other tape. There is a dry mount press for mounting or laminating materials.

TESTING AND EVALUATION SERVICE

The Office of Testing and Evaluation is organized and administered to serve the needs of faculty and students throughout the University.

The Testing and Evaluation Service is responsible for:

1. Supervising and administering tests both within the University and related to the University, such as College Board Examinations and the Graduate Record Examination.
2. Assisting deans and faculties in the evaluation of programs in the various schools.
3. Collecting and analyzing information about the University which can be used in evaluating and planning.
4. Providing technical assistance to individual faculty members and departments on policy with regard to testing and evaluation.

BOOKSTORE

The Bookstore, located in the Alumni Memorial Building, stocks all required and recommended materials for University courses. This is accomplished with the cooperation of faculty members who submit their requirements to the Bookstore eight to 12 weeks prior to the opening of a quarter.

A cash discount at time of sale is extended to all faculty members, students and staff of the University. This discount is allowed on all purchases except a few publications and items on which the Bookstore itself receives no discount from the supplier. The store also provides a special order service for books and other items not in stock, and a personal check-cashing service up to a maximum of $25.

Bookstore hours are 8 a.m. to 5 p.m. Monday through Saturday, except during the summer months when they are 8 a.m. to 5 p.m. Monday through Friday and 8 a.m. to 12 noon Saturday. The Bookstore is closed on all University holidays.

COMPUTING CENTER

The Emory University Computing Center has developed an extensive program library which is available to all University personnel. Programmers, statisticians and EAM operators are available to researchers who need their services on a temporary basis. Although research dominates the activity at the Center, there is an increasing amount of student computations. Most of the administrative data processing is done at a separate installation.

The Center uses an RCA Spectra 70/55 computer with three disk drives, four tape drives and 131K bytes of core storage. A 1627 Calcomp plotter is attached to the Spectra under program control. There is a control electronics interface, connected to the Spectra 70/55 for data acquisition by three coaxial cables to the Anatomy and Physiology buildings. There is a Philbrick analog computer, a 10-channel A-D, one channel D-A converter, forming a hybrid computing system. Approximately two-thirds of the computing done on the Spectra is biomedical research.

In addition to the RCA Spectra 70/55 which is used primarily as a batch processing machine, the Computing Center has a Spectra 70/46 with 262K of core memory, four tape drives and 130 million characters of disk storage. The 70/46 is used primarily for remote processing.

For research, academic instruction and information storage and retrieval, there are nine remote ASR 33 teletype terminals used either in a time-sharing or remote batch-processing mode. A PDP 8 computer in the School of Business Administration and a Spectra 70/15 computer at Grady Hospital are used as remote terminals to the Spectra 70/46.

As part of an effort to finance the Computing Center more adequately, the University urges all faculty members submitting grant requests to consider including requests for financial support for computing services, including personnel, supplies and machine time.

READING CLINIC

The Emory University Reading Clinic is the laboratory for the graduate program in the training of reading specialists for the Division of Educational Studies. Courses in clinical practice are taught in the Reading Clinic where students have an opportunity to work with a variety of clinical cases under supervision.

The Reading Clinic accepts referrals of cases of severe reading disability from child guidance agencies, pediatricians, ophthalmologists, psychologists, psychiatrists, educators, et

al., and at the request of parents. The two services of the Reading Clinic are the individual reading diagnosis and the individual teaching service. An added service to the public is a summer session program of reading improvement courses for high school pupils.

EMORY MUSEUM

The Emory Museum originated at Oxford. Collections of rocks, shells, Indian relics, fossils and examples of early Americana were contributed by faculty members and friends of the College. Early missionaries brought back collections from Japan, China, Africa, the Philippines and other countries and deposited them in the museum.

After the move to the Atlanta campus, faculty of the School of Theology became the principal agents for the acquisition of museum items. From Egypt and the Near East came Egyptian mummies and burial jars, Babylonian tablets, and replicas of the Code of Hammurabi, the Black Obelisk, the Moabite Stone and the Rosetta Stone. In recent years artifacts have come primarily from excavations in Israel.

The museum attracts hundreds of visitors each year, chiefly students from elementary and secondary schools; however, it is used with increasing frequency for teaching purposes in the University. Although open to the public throughout the week, the museum may be visited by University classes and other such groups by special arrangement.

In addition to varied collections in the Emory Museum, there is an extensive collection of rocks, minerals, and fossils in the Geology Building and a limited display of biological materials in the Biology Building. There is also a dental museum in the School of Dentistry and a medical museum in the School of Medicine.

OFFICE OF DEVELOPMENT AND PLANNING

The Office of Development and Planning is concerned with creating new resources for the University through assisting in the major planning as well as in securing financial support.

In its fullest concept, development recognizes the fact that good public relations should be the way of life for the entire institution. The Development and Planning staff seeks to keep all units of the institution aware of public relations responsibility, to help keep open a two-way street of communication to the constituencies, and to enable the institution to get full credit for all of its good work.

Coordinating these efforts is the Vice President for Development and Planning. His office maintains records of gifts to the University and the mailing lists for parents and non-alumni friends. It includes also a staff person to assist with arrangements for University special events.

Divisions of the Office of Development and Planning include the Alumni Office, the Office of Support Programs and the Office of Information Services.

The Alumni Office provides staff service for the Alumni Association and serves as the major instrument of the University's relations with former students.

The Alumni Association of Emory University was chartered on June 5, 1922. The stated purposes of the Association are to promote a continuing relationship of mutual benefit between Emory University and her alumni, to foster a feeling of fellowship among alumni of all divisions of the University and to support and advance the cause of Emory University and education in general. All persons who have satisfactorily completed one

academic year of college-level work in one of the University's nine schools and colleges are considered to be members.

Activities of the Association are directed by the Alumni Council of Emory University. The Association maintains records on some 27,000 Emory alumni, including a permanent individual biographical file on each alumnus, and helps keep the alumni in touch with each other and with the University. Assistance with class reunions, Emory Club meetings, meetings of professional groups, Alumni Day, and other homecoming events are major Association activities.

The Emory Magazine, published six times a year, is distributed to all University alumni, to the parents of undergraduate students and to other friends of the University. Circulation averages 36,000 per issue. *The Magazine* is devoted to news and features about University life and to news of the alumni.

The News Bureau maintains biographical data and photo files of faculty members. This service is used by many faculty members to answer requests for information made in connection with speaking engagements and similar events.

The News Bureau also publishes the *Campus Report* every two weeks. This is primarily a faculty newsletter. The Bureau is anxious to know of faculty publications, faculty speeches and various faculty honors to include in this publication.

The office can be helpful in publicizing conferences, research, speeches, publications and other events which faculty members may wish to promote.

In addition to daily news stories released to the wire services and key local news media, the News Bureau sends quarterly a collection of significant Emory stories called *EXCERPTA* to all science and education writers in the United States.

The Office of Support Programs provides professional staff assistance in the University's fund raising programs through which volunteers play a major role in securing gift support. This office, located in the Candler Building in downtown Atlanta, handles research on gift prospects as well as staff leadership for both annual giving and capital fund raising.

The Office of Publication Services serves the various components of the University in the preparation and production of written and printed materials. This office strives to maintain and improve Emory's image as a quality institution through materials produced for the University's various publics, including prospective students, alumni and potential donors. Emphasis is placed on clear writing, appealing design and the best use of the printing dollar. Faculty and staff are encouraged to ask the Publications Services Office for assistance in writing and editing copy, obtaining design work at a reasonable cost, selecting printers and supervising production work.

ADMINISTRATION AND SPECIAL SERVICES

PERSONNEL OFFICE

The Personnel Office provides personnel services to the entire organizational complex of the University. The Director of Personnel has been delegated the authority and responsibility for administering and coordinating the personnel program, which includes these major functions:

1. Development and administration of personnel policies and procedures; general and specific guidance on employee relations, including mediation of employee grievances.
2. Maintenance of complete personnel records on all University employees, past and present.
3. Development and administration of uniform wage and salary program.
4. Coordination of employee training.
5. Aid in staffing of all University jobs by providing advertising and recruiting, screening, testing and referral services.
6. Coordination of a general employee orientation program.
7. Development and administration of a comprehensive employee benefits program.
8. Development and administration of all governmental personnel compliance programs.

Although the Personnel Office provides the services listed above, all individuals and departments share in carrying out the personnel program of the University.

A manual of personnel policies and procedures is available at the Personnel Office.

PURCHASING DEPARTMENT

Emory University conducts its negotiations in purchasing transactions with vendors serving the University through a centralized Purchasing Department. The department handles all purchasing expenditures of the University regardless of source of funds. Purchasing Department staff members will assist faculty members or research personnel in planning their programs, furnishing estimates for research grant applications and, upon proper authorization, will negotiate or secure quotations, issue the purchase orders and handle the business transactions involved in buying, securing delivery, processing invoices and closing the transaction ready for payment.

The Purchasing Department has available for faculty members information on products upon which the University is standardized, catalog data and various sources of supply.

No commitments of University funds for purchasing are to be made except as properly handled through the Purchasing Department.

The University Manual of Purchasing Policies, containing detailed information on the department and its practices, may be obtained from the Purchasing Department.

OFFICE EQUIPMENT

The general needs for office equipment for University departments are met through a central fund administered by the Business Manager of the University. Each year departments are requested to submit their needs for such items as desks, filing cabinets, chairs, typewriters, and other such items. Funds are allocated to divisions of the University which are prorated to departments to handle the requests as funds are available.

The University is generally standardized on office equipment items since, from time to

time, items surplus to one department may be transferred to another through a small inventory pool arranged for that purpose.

Office equipment items required for research grants or other restricted funds are cleared through the Controller's Office of the University before purchasing to be sure that the requirements of the granting agency are adhered to. With proper approval, the Purchasing Department will arrange for the purchasing of such items for these special purposes.

OFFICE SUPPLIES

A central office supply room is maintained as a part of the Administrative Services Department for furnishing standardized office supply items for University departments. Items are purchased at wholesale prices for distribution in smaller quantities through inter-office procedures for those commonly used items that should be needed for approximately 95% of daily needs.

A stock catalog showing descriptions and prices is issued periodically and covers such items as onion skin paper, carbon paper, mailing envelopes of various sizes, pencils, ballpoint pens, typewriter ribbons, scotch tape, etc.

The occasional need that cannot be supplied from the office supply storeroom should be requisitioned through the Purchasing Department.

PRINTING AND DUPLICATION

Through Administrative Services Division, administered by Auxiliary Enterprises, facilities for mimeographing, addressographing, copy preparation and multilithing are available to faculty members and University departments. The relatively short-run job involving heavy copy preparation can best be handled here.

For longer-run jobs of greater complexity, the Office of Publications Services is available to provide practically all editorial services connected with such orders. Outside printers are sometimes used. All outside orders must be processed through the Purchasing Department as required by University policy.

TECHNICAL SHOPS

As a section of the Physical Plant Department the University maintains several shops which are available for use on an actual cost reimbursable basis by any member of the University community in the accomplishment of University business. The main area of emphasis of the work performed in these shops is in the area of trades allied or closely related to the construction and maintenance business including finished cabinet work. Extremely precise and technical machine work and electronic design and fabrication are usually performed in small shops maintained and operated by individual University departments which have most need of these activities.

The Physical Plant Department shops are equipped and staffed to fabricate and install such diverse products as bookcases, laboratory case work, special size or design desks and other office equipment, fabrication and repair of all types of upholstered furniture and equipment, diverse metal shop items, i.e., grabs, animal cages, metal tables, fume hoods, ducts for all types of applications, engraved plastic name plates and signs, intercommunication equipment, and numerous other products.

Work from the Physical Plant Department shops can be ordered through the central office of the Physical Plant Department. Individuals ordering work execute a multiple copy form, a job order voucher. A completed form provides the Physical Plant Department with all necessary information for the completion of the work and accomplishment of accounting and billing procedures.

MAIL

The University Post Office is located on the ground floor of the Alumni Memorial Building. United States mail and inter-office mail is sorted, delivered and dispatched from this point for the entire University. Campus mail deliveries and collections are made twice each day Monday through Friday, usually through the departmental secretaries. Both United States and inter-office mail should be addressed to the individual's department, rather than to his office or room number. Mail delivered to the wrong department should be returned to the University Post Office, with a notation of the incorrect delivery, so that it can be redirected. On Saturday mornings and on holidays when there are no deliveries, departmental mail may be picked up at the University Post Office. The use of Emory University inter-office envelopes, where practical, will expedite inter-office mail service.

The University Post Office also offers certified mail, parcel post and ordinary mail services, including the sale of stamps and stamped envelopes. Registered and insured mail and money order services are available at the United States Post Office on Clifton Road, adjacent to the campus.

University Post Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., and on Saturday, 8:30 a.m. to 12 noon.

TELEPHONE AND TELEGRAPH SERVICES

Emory University leases and operates one of the largest private branch exchange telephone systems in this area, approximately 1,100 individual telephone numbers. Operation of the system is through the central office of the Physical Plant Department. Telephone services are available in an extremely diverse selection of instruments, features and accessories. Expert advice is available through the Physical Plant Department office to assist any members of the University community in designing and selecting a telephone communications system which will meet their needs at minimum cost to the University.

Southern Bell invoices the University Physical Plant Department for each telephone system on a monthly basis. There is no charge to any department or individual for local calls within the University or to and from the community; but, of course, standard rates are charged for all long distance calls placed by members of the University on University business. Each department or college has budgeted funds for this purpose. Procedures have been worked out to provide the Physical Plant Department and the office of the Controller with the necessary information so that charges for long distance calls and telegrams can be applied to the proper University account numbers.

Long distance calls may be placed "collect," billed to a credit card number, billed to a third number, i.e., your residence, or billed to an Emory account number. However, all long distance calls placed from an Emory extension must go through an Emory operator no matter how they are charged. You cannot dial the Southern Bell operator, or the numeral "1" from your Emory extension. The Emory operator can be reached by dialing "O" on your telephone. She handles the long distance call initially.

When you reach the operator, she will ask how your call is to be charged. If it is to be a collect, credit card, or third number charge, she will advise Southern Bell and connect you with a long distance operator. If your call is to be charged to an Emory account number, the Emory operator will request that you give her the account number as well as other information. She will pass your call to a Southern Bell operator, assigning an Atlanta billing number to enable the Controller's office to make the charge.

The internal electronic communication systems of Emory University are rather complex, and the ever-changing types of service and equipment available render it even more so. The billing and accounting procedure between Southern Bell and Emory University reflects this complexity. The members of the Physical Plant Department who have responsibilities in this area are ready to assist members of the University community when problems arise.

TRAVEL SERVICE

Airline and other travel arrangements, including the securing of tickets and the charging to appropriate University accounts, may be made with the Travel Department of the Citizens and Southern National Bank. Detailed instructions for these arrangements may be obtained from the Office of the Treasurer and Controller in the Administration Building.

MEETING ROOMS

The Office of Auxiliary Enterprises, in Trimble Hall, maintains a Scheduling Office for the University and is responsible for scheduling meetings and other events taking place on the campus for both Emory and non-Emory groups. Scheduling requests are accepted by this office from faculty members, students, staff members and visitors. The Scheduling Office confirms all such requests in writing to the person or group requesting space, and copies of the confirmations are sent to any other University departments that may be involved in preparation for the events, such as Food Service, public relations, traffic control, public address or other special electronic equipment and janitorial service.

For the convenience of faculty, students, staff and visitors, the Scheduling Office maintains comprehensive listings of and information about all campus events. The office also furnishes date-and-time clearance to the calendar committees, speakers' bureaus, concert committees, the News Bureau and other groups concerned with events of general University interest.

SAFETY AND SECURITY

The Safety and Security Officer supervises the activities of the University police officers. These officers are fully deputized DeKalb County police officers, permanently assigned to Emory University. They patrol the campus 24 hours a day and may be contacted through the Safety and Security Office, Room 111, Administration Building, during regular University hours, and through the radio operator at the Emory University switchboard at all other times.

In addition to responsibility for general campus security and the enforcement of such University regulations as automobile registration and parking rules, the Safety and Security Officer conducts a continuing program of building inspection for fire prevention and safety, and works with all departments to maintain a high standard of safety in all University facilities. Fire or safety hazards should be reported to the Safety and Security Office.

AUTOMOBILE REGISTRATION AND PARKING

Registration

Each motor vehicle used regularly or intermittently on the Emory University campus by any student, staff or faculty member must be registered with the Security Office. Registration of vehicles for faculty members should be made at the time of initial employment, or, if the vehicle is acquired later, within 48 hours after acquisition. Re-registration shall be required if the initial parking permit is lost or becomes defaced or destroyed or when a general re-registration is announced.

Parking Zones

Faculty members are issued parking permits for Zone 1. Areas so designated will be restricted to vehicles registered for this zone from 7 a.m. to 5 p.m., Monday through Friday, EXCEPT as may be designated otherwise by signs marking a particular area and EXCEPT on the seven official University-wide holidays for 1970-71, as follows: New Year's Day, 4th of July, Labor Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day. Vehicles registered for Zone 1 may be parked in any zone.

Violations

A. On Public Thoroughfares
For traffic and parking violations of state or local law which occur on public thoroughfares on or adjacent to the campus, campus police will act as officers of the Police Department of DeKalb County and prosecution will be in the Recorder's Court of DeKalb County.

B. On Campus
Violation tickets (charges) must be affixed by police officers to the motor vehicle or presented to the driver or person responsible for the vehicle. Recipients of violation tickets (charges) must bring these tickets to the Security Office or report by telephone to the Security Office within 48 hours after issuance thereof, Saturdays, Sundays and official University-wide holidays excepted. Failure to report a ticket within this time period will result in waiver of appeal.

A schedule of monetary fines and penalties, to be in effect from October 1, 1970, through September 30, 1971, is described in the pamphlet entitled *Parking and Traffic Regulations, 1970-1971.* Copies of the parking and traffic regulations for 1970-1971 will be made available to each member of the staff and faculty in September and will become effective October 1, 1970.

These regulations will remain in force until new or revised regulations are issued.

HOUSING

Emory University provides housing primarily for students. Accommodations are made available to faculty members, on a more or less temporary basis, in the married-student housing units. Other faculty housing facilities become available from time to time as the University acquires residential properties in the campus area. When such properties are not required for departmental or other University uses, they may be rented by faculty members. Faculty members who are interested in campus housing should contact the University Housing Office.

The Housing Office also maintains off-campus listings, both of housing for rent and of houses for sale. These listings are filed by landlords or sellers who want to deal with Emory

personnel, and they generally contain detailed descriptions of the listed property. The listings must be reviewed at t.. Housing Office; listings cannot be provided by mail because they change frequently.

FOOD SERVICES

The Emory University Food Services are centered at Cox Hall. Meals are available seven days a week on an à la carte basis. The cafeteria offers complete meals, Dooley's Den has short orders, and the catering area offers leisure dining for family, groups and friends.

The Catering Service, providing specially served luncheons and banquets, is available for campus organizations, faculty, staff and their personal guests on the second floor of Cox Hall. This area contains private dining rooms for special functions. Reservations for these rooms should be made through the Central Scheduling Office.

Food to go is a service provided for Emory faculty and staff and the immediate community. This service includes any food from one pie or meal for one person – to an entire meal for 100, or reception for hundreds. Employees, china and silver cannot be furnished; but paper supplies, food, and much assistance is available.

Dietitians at Cox Hall are available to assist in planning large functions, small meals, or in giving hints on recipes or food problems. At Thanksgiving, Christmas and other holidays, Cox Hall will prepare your turkey, dressing and giblet gravy. Pies, cakes and desserts are readily available at all times; and Emory's petit fours are served at many teas, at your request. Last minute guests arriving for dinner will not be a problem if Emory Food Services can assist you.

FACULTY AND STUDENT DIRECTORIES

Each member of the faculty and staff is listed in a University Directory compiled in the Office of Physical Plant Operations. Information includes title, department, office and home addresses and telephone numbers. The directory is printed and distributed at the beginning of each academic year. Changes or corrections in information should be reported to the chief operator in Physical Plant Operations (extension 7391), where copies of the Directory may also be obtained.

Names of students with addresses and telephone numbers are listed in a student handbook compiled and distributed by students. These are available at the Information Desk, Alumni Memorial Building.

THE EMORY CAMPUS IS YOUR COMMUNITY

CULTURAL EVENTS

Lectures, concerts, films and other cultural and educational events are available free of charge on campus to meet the multiple interests of the broad Emory community. A concert series endowed by the late Mrs. Charles Howard Candler brings musical programs of high quality, but these concerts are only one part of a wide variety of offerings of musical events ranging from popular to classical and from solo to orchestra-chorale. The Glee Club, Chorale and Emory-Atlanta Chamber Orchestra put on special musical programs at Christmas and Easter which attract large audiences.

Endowed lectureships which bring to campus outstanding scholar-specialists feature, among others, the Walter Turner Candler, the John Gordon Stipe, the Mills B. Lane and the Quillian Lectures. Student groups invite public figures to speak on a wide range of topics of current interest. "Cinema Tuesday" is a weekly film series which provides films of unusual quality and interest for faculty and students. The Emory Theater and Ad Hoc Productions stage drama and musicals in which students take the majority of roles but the casts often include members of the faculty and their families.

In addition to diverse programs on campus, there are similar events at neighboring colleges that are open to Emory faculty. Of course there are numerous cultural events in the wider community of Atlanta. Admission to some performances is available to faculty and students at reduced rates.

UNITED CAMPUS MINISTRY

The United Campus Ministry is a cooperative venture of the Emory Christian Movement and B'nai B'rith Hillel Foundation. The staff includes the University Chaplain, the Director of Religious Life and six denominational Campus Ministers.

The goal of the United Campus Ministry is ecumenicity on the part of students and faculty united in common purposes as well as organizational structures. The Chaplains function corporately in implementing this concept of "community on campus."

Functionally, the work of the Campus Ministry falls under three headings: worship, teaching and service.

Under the heading of Chaplaincy, or worship, the United Campus Ministry provides worship services for Protestant and Catholic groups on Sundays and, in some instances, daily during the week, and for Jewish students through their own campus services and community synagogues. Other services are held at various times throughout the year depending on the holy days and appropriate national or civic occasions.

The teaching or educational function of the United Campus Ministry falls into both formal and informal categories. Formally, renowned leaders in theology and the world at large are brought to the campus from time to time to address the University and lead seminars on relevant topics. Informal teaching is carried on through personal counseling and participation in student activities and campus life.

Service is a relatively new concept for the campus ministry which is issue centered and involved in facilitating various tasks that need to be done. That is, the United Campus Ministry strives to minimize institutional claims and to work with concerned individuals and groups.

RECREATIONAL AND SPORTS FACILITIES

All facilities of the gymnasium, athletic fields and swimming pool are open to members of the Emory faculty. This includes basketball courts, badminton courts, handball, squash and tennis courts, a weight-lifting room, track, softball fields and locker room facilities.

Faculty members play on organized basketball and softball teams, and there is a recently organized joggers' club in which faculty members participate. The hour from 1 to 2 p.m. daily is set aside as Faculty Hour, during which faculty members have exclusive use of the gymnasium and swimming pool.

Swimming lessons are offered for faculty children on Saturday mornings throughout the year. (The University's pool is indoors.) The pool is also open daily from 3 to 5:30 p.m., on Tuesday and Thursday evenings from 7 to 8:30 p.m. and on Saturdays from 2 to 4:30 p.m. for family swimming.

Soccer is among the most popular spectator sports on the Emory campus, and enthusiasts may also enjoy the play of various student teams in almost every sport.

LULLWATER ESTATE

The Lullwater Estate at 1463 Clifton Road is open to faculty and staff members and to members of the student body for recreational purposes. Certain areas are restricted for academic study purposes. Other areas may be restricted in the future. These areas are enclosed by fences, and are to be entered by authorized persons only. All persons visiting the grounds will respect the privacy of the President's home. This includes the grounds around the house and the private drive to the house. Only faculty members, staff members, and students will be permitted on the premises except that guests may accompany members of the Emory family. University police officers will ask non-Emory persons to leave the premises unless they are accompanied by a faculty member, staff member, or student. For purposes of identification, members of the University family should have Emory parking decals displayed on their automobiles.

EVENING AT EMORY

The University's Office of Community Educational Services offers an unusual program of non-credit evening courses for adults. The series, entitled "Evening at Emory," attracts some 2,500 registrations annually, and is one of the most extensive general culture programs offered by a southeastern university.

Courses are open free of charge to full-time members of the University faculty and staff, and to their wives or husbands. When special classes are given for young people, no charge is made for children of the faculty or staff.

A new series of 25 to 30 courses is given each fall, winter, and spring quarter. Classes meet on campus once a week for eight weeks. A smaller program is scheduled for the summer. These non-credit courses are made possible by the cooperation of a "town and gown" faculty. Most classes are taught by members of the Emory faculty, although assistance is also given by faculty members from neighboring institutions. Teaching talent in special fields is also recruited from the wider Atlanta community.

The subjects of Evening at Emory courses are wide and everchanging. A few may relate to business, recreation and the home. Most, however, are concerned with formal academic disciplines including literature, language, history, political science, sociology, psychology,

physical sciences and religion. Subjects are presented on the layman's level, and newer methods in adult teaching are employed, with emphasis on group discussion.

Since "Evening at Emory" was inaugurated in 1951, over 25,000 individuals from the University and metropolitan Atlanta communities have participated in the program.

EMORY AND COMMUNITY ACTION

EMORY AND COMMUNITY ACTION

The essential function of a university is to seek and communicate knowledge, but this role may be enriched by participation in the application of knowledge. Recognizing this, Emory University not only encourages the active citizenship of individual members of the Emory community, but also sponsors a number of programs to bring the University's teaching and research resources to bear upon the problems of its home community, Atlanta.

Some of these programs are described below. Many faculty members take part in them in the course of their regular professional duties. The support, concern, and where feasible, the direct participation of all faculty members is highly welcome in all such University/Atlanta endeavors.

EMORY COMMUNITY LEGAL SERVICES

Emory Community Legal Services is a department of the Emory University School of Law with responsibilities in (a) classroom teaching, (b) clinical education, (c) community service and (d) law reform. Its headquarters are at 1397 Oxford Road, N.E., adjacent to the campus. It also operates the Emory Neighborhood Law Office at 551 Forrest Road, N.E., and the Emory Program of Legal Assistance for Inmates at the United States Penitentiary in Atlanta.

These are poverty oriented programs to relate law, the administration of law, and law students to the legal problems of the poor. At the academic level, seminars in poverty and the law for course credit are offered law students by ECLS. At the clinical level, all third-year law students are required to complete a course in legal aid and are offered an elective course to obtain additional clinical experience. In this clinical experience students interview and handle the legal problems of clients before the courts and administrative agencies of government under supervision of ECLS staff attorneys.

ECLS employs a staff of full-time licensed attorneys. In addition to supervising students in their clinical experience, these attorneys have responsibility in the area of law reform. This is actively related to the identification and litigation of "impact" cases (cases of important precedent-setting value) and legislative drafting and representation in the formulation of administrative rules and regulations by government agencies.

EDUCATION IMPROVEMENT PROJECT

The Atlanta Education Improvement Project, known as the Urban Laboratory in Education, is jointly conducted by Atlanta University, Atlanta Public Schools and Emory University and is funded by a Ford Foundation grant. Its purpose is to study, experiment with and demonstrate programs for educationally disadvantaged children. It works principally in three inner city elementary schools in Atlanta, where programs have included pre-kindergarten classes for four-year-olds, after-school activities for children and adults, a new science curriculum, use of a variety of reading methods, in-service education for the teachers on several topics, provision of teacher aides, and increased special services (including social workers, guidance counselors, school psychologists and reading specialists). It is also concerned with finding better ways of training teachers to work with the disadvantaged and with research on education for the disadvantaged. Emory faculty members and students, most of them from the Division of Educational Studies, participate in this program.

UPWARD BOUND

Since 1966 Emory College has sponsored an Upward Bound program. This is a federally funded pre-college preparatory program designed to generate the skills and motivation necessary for success in education beyond high school among young people from low-income backgrounds and inadequate secondary school preparation. It acts to remedy poor academic preparation and motivation in secondary school and increases a youngster's promise for acceptance and success in a college environment.

Some 50 students are in the program at any one time. They are given instruction and counseling each Saturday of the school year, and are brought to the campus for intensive six-week summer sessions.

Results have been gratifying, with some 35 of the first group of Upward Bound students having been accepted into college.

ATLANTA SOUTHSIDE COMPREHENSIVE HEALTH CENTER

Formerly known as the Price Project, the Health Center is funded by the Office of Economic Opportunity under its Health-right Program, and sponsored by Economic Opportunity Atlanta, Fulton County Medical Society and Emory University. The Center is administratively responsible to the Department of Preventive Medicine and Community Health. It occupies two renovated factory buildings located at 1039 Ridge Avenue, S.W., and employs approximately 200 medical, paramedical and administrative personnel. It serves a three-and-a-half square mile target area inhabited by 27,000 persons, many of whom are financially below the OEO poverty index.

The Center provides out-patient medical and dental services, listing the following categories at the time of its opening:

General Medicine	Health Education	Social Services
Physical Medicine	Medical Consultation Services	Home Nursing
Pediatrics	Dental Hygiene	Laboratory Services
Obstetrics	Mental Health Services	X-ray Services
Gynecology	Ophthalmology	Nutrition
Dentistry	Optometry	Pharmacy
Podiatry	Minor Surgery	Ear, Nose, & Throat

Services are organized on the health care team principle, which enhances coordination and continuity of care. Aside from its basic mission to provide high quality medical and dental care that is accessible to the people, the Center seeks to serve as a model of innovation in health care systems, integrating the best of the major kinds of medical practice. This goal is reflected in other activities in the Center. For example, the staff includes an education unit whose function is to train community residents for employment in paramedical occupations, and there is a research and evaluation unit.

THE ATLANTA SPEECH SCHOOL

The Atlanta Speech School cooperates with Emory University in graduate programs in teacher education. The school provides outstanding clinical facilities for preparing teachers of children with speech and hearing disabilities. Faculty members cooperate in a number of research projects with personnel in the Speech School. Numerous joint appointments of faculty characterize the cooperative arrangements.

DIRECTORY OF ESSENTIAL CAMPUS FACILITIES

DIRECTORY OF ESSENTIAL CAMPUS FACILITIES

Barber Shop – Ground floor, Alumni Memorial Building; open 8 a.m. – 6 p.m. Monday through Saturday, except Wednesday when it closes at noon; closed on University holidays.

Bookstore – Ground floor, Alumni Memorial Building; open 8 a.m. – 6 p.m. Monday through Saturday.

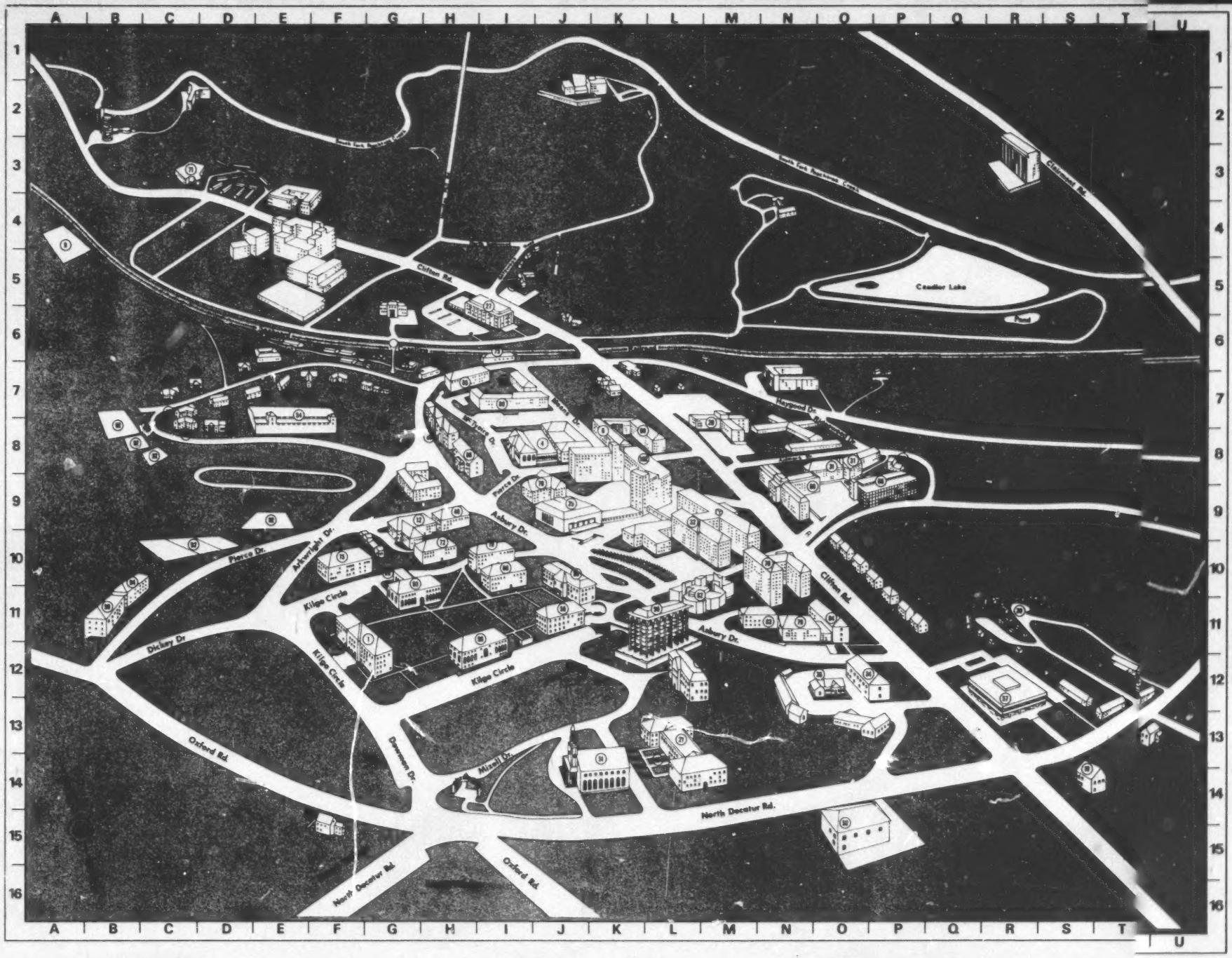
Bursar's Office – Administration Building. Checks up to $25 may also be cashed at the Bookstore in the Alumni Memorial Building.

Laundry and Dry Cleaning – Ground floor, Dobbs Hall; open 7:45 a.m. – 5 p.m. weekdays, 8 a.m. – 12 noon on Saturdays.

Lost and Found – Safety and Security Office, Ground Floor, Administration Building. Articles found on campus should be turned in here, and inquiries about lost articles directed here.

Notary Public – Persons empowered to serve as Notaries Public serve in a number of University offices, including the Office of the Treasurer and Controller in the Administration Building, the Office of Personnel in Trimble Hall and the University Post Office in the Alumni Memorial Building.

Photographic Service – Ground floor, Alumni Memorial Building. Service is available for departmental functions and special events. Studio work and quick re-print service are also available.


A B C D E F G H I J K L M N O P Q R S T U
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
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Candler Lake
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Peavine Cir.
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FOOTNOTES

[1]Temporarily located in Gilbert Hall for academic year 1970-71.
[2]Temporarily located in Candler Library for academic year 1970-71.
[3]Temporarily located in Hopkins Hall for academic year 1970-71.
[4]Temporarily located on Clifton Road (No. 66) for academic year 1970-71.

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STATEMENT OF PRINCIPLES GOVERNING FACULTY RELATIONSHIPS

EMORY UNIVERSITY

Approved by the
University Board of Trustees

October 31, 1951

Revised February 16, 1956
Revised June 16, 1960
Revised October 22, 1965
Revised July 16, 1970

STATEMENT OF PRINCIPLES GOVERNING FACULTY RELATIONSHIPS

Academic Freedom and Responsibility

A concern to provide for faculty and students a University atmosphere where there is freedom to pursue truth and to discuss all relevant questions has led the Trustees of Emory University to accept the general principles and purposes embodied in the *1940 Statement of Principles on Academic Freedom and Tenure*, originally cosponsored by the Association of American Colleges and the American Association of University Professors, and subsequently endorsed by more than a score of major educational associations and learned societies.

According to the authors: "The purpose of this statement is to promote public understanding and support of academic freedom and tenure, and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition."

The *1940 Statement* emphasizes that for maximum effectiveness faculty members should have security adequate for freedom to teach and to seek truth. This includes security of position after a reasonable period of probation, income commensurate with professional attainments, and assurance of explicit contract. As a citizen the faculty member is also entitled to the right to participate in activities related to

citizenship in a democratic society.

The *1940 Statement* further emphasizes the correlative obligations and responsibilities imposed by the special position occupied by the faculty member. Most important is the obligation for effective performance of duty. In addition, the *1940 Statement* emphasizes that when the faculty member speaks or writes as a citizen, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that he speaks for himself and not for the institution.

With the acceptance by Trustees, administrative officers, and faculty members of the related principles of freedom and obligation, the individual faculty member is assured of reasonable protection against arbitrary pressures and procedures; and the institution, students, and the general public are assured of reasonable protection against incompetence and irresponsible utterance.

Appointment and Tenure

1. Appointments to the faculty shall be of two kinds: limited and continuous. A limited appointment is one which is terminated at the close of a period of time specified in writing to the appointee. A continuous appointment is one which will not be terminated by the University except for adequate cause as specified below or by retirement in accordance with the provisions of the Emory University Retirement Plan.

2. (a) As provided in Article IV, Sec. 3, of the By-Laws of Emory University:

"Limited appointments shall be made by the President upon recommendation of the Dean of the school or college primarily concerned, and shall be reported to the Board of Trustees or its Executive Committee.

Continuous appointments shall be made by the Board of Trustees or its Executive Committee upon the recommendation of the President who shall have conferred regarding such recommendation with the Dean of the school or college primarily concerned.

Each Dean shall establish and communicate to his faculty the procedures for expressing faculty opinion in matters of individual appointment, promotion and termination. The precise terms and conditions of each appointment shall be stated in writing, shall be in accordance with the principles approved and published by the Board of Trustees, and shall be in possession both of the University and the appointee before the appointment is final."

(b) Copies of the procedures mentioned above shall be filed with the Dean of Faculties and the Senate Committee on Faculty Relationships.

3. The following conditions shall apply to full-time appointments in the ranks of Professor, Associate Professor, Assistant Professor and Instructor:

(a) Appointments to the rank of Professor shall be continuous unless

otherwise specifically agreed upon.

(b) Appointments to the rank of Associate Professor may be continuous or limited.

(c) Appointments to the ranks of Assistant Professor and Instructor shall be limited.

(d) Limited appointment at Emory in any rank enumerated above or in a combination of these ranks shall not exceed seven years.

4. Appointments to the rank of Associate (used only in the School of Medicine) shall be limited.

5. In cases where appointment to one of the ranks enumerated above is inappropriate, the title of Lecturer or other appropriate title may be given. Such appointments shall be limited, and shall terminate on a date specified at the time of appointment.

6. Visiting, part-time, acting, temporary, and appointments without compensation are governed by the written conditions of each individual appointment.

7. For all limited appointments at the rank of Professor, Associate Professor, Assistant Professor, and Instructor, written notice of nonrenewal shall be given on or before the following dates:

1. During the first year of service: Feb. 1.
2. During the second year of service: Dec. 15.
3. During the third or later year of service: Oct. 15.

8. In each case the Dean of the School or college primarily concerned shall have conferred regarding any recommendation for appointment, promotion, or nonrenewal of a limited appointment with members of the department or faculty concerned, according to procedures which he shall have established and communicated to his faculty.

9. A member of the faculty who intends to resign shall give notice in ample time to permit the University to appoint his successor.

10. A member of the faculty who has served continuously on a regular full-time basis for a period of 15 or more years may retire August 31 of any year following the attainment of age 62, at the option of the faculty member. Retirement at the end of the fiscal year in which the faculty member reaches age 68 is mandatory. Under unusual circumstances, appointments may be extended to retired faculty on a year-to-year basis.

11. A retired member of the faculty who has reached age 60 and who has served as a member of the Emory faculty for at least 15 years shall have the title "Professor Emeritus" conferred upon him. In exceptional circumstances, such title may be conferred by the Board of Trustees upon any retired member of the faculty upon recommendation of the President who shall have conferred with the appropriate Dean.

12. Appointments, whether limited or continuous, may be terminated: (a) by resignation; (b) by retirement in accordance with the provisions of the Emory University Retirement Plan;

or (c) for one or more of the following reasons: moral delinquency, neglect of academic duty, incompetence, permanent physical or mental incapacity, or other such adequate cause.

13. The decision to suspend a faculty member or to terminate an appointment for reasons specified in paragraph 12 (c) above and 15 (a) below, shall, upon request of the faculty member involved, be reviewed by the Senate Committee on Faculty Relationships. In all such cases as in 12 (c) above where the decision is contested, the faculty member involved shall be informed in writing of the reasons for his suspension or dismissal, and the Committee shall promptly hold a hearing at which he shall have opportunity to confront those who have brought charges against him, to cross-examine witnesses, and to be heard in his own defense. He shall be permitted to have with him counsel of his own choosing, to produce witnesses and relevant documents. The Committee shall arrange to have a stenographic record of the hearing made; upon request, the faculty member involved shall be furnished a transcript at no cost to him. The Senate Committee on Faculty Relationships shall promptly transmit its findings and recommendations to the President of the University and a copy at the same time to the faculty member involved who shall have the right to file a brief within thirty days in response thereto. The President shall transmit the report and brief, with his recommendations, to the Board of Trustees, for decision on the record. The decision of the Board shall be final.

14. The Senate Committee on Faculty Relationships referred to above (Paragraph 13) shall be composed of five members elected by the Senate from the elected members of the Senate who are not academic deans or representatives of administrative officers of the University. The Committee shall elect its own chairman annually. In addition to its duties described in Paragraph 13, the Committee will also serve as a channel of communication between Faculty and Administration.

15. Nothing in the provisions set forth above shall be interpreted as restricting:

(a) The right of the Board of Trustees under extraordinary circumstances to discontinue any academic program of the University.

(b) The right of the President, after conference with the appropriate Dean, to assign any faculty member to any appropriate position, provided no such assignment shall carry with it reduction in rank or change of status as to tenure.

(c) The right of the Board of Trustees to reduce the salaries of members of the faculty as financial exigencies may demand.

16. It is the express desire and purpose of the President and the Board of Trustees to use the powers expressly reserved (Paragraph 15 above) only in cases of the utmost necessity when failure to use such powers might adversely affect the interest of the University.

17. A faculty member on continuous appointment whose appointment is terminated on the

initiative of the University for reasons not involving moral delinquency shall receive his salary for one year from the date of notification of termination, or until such time, within one year, as he may have entered into other employment, or commenced receipt of disability income insurance.

18. The provisions set forth above shall not apply to administrative offices. Appointment to, or retirement from, such offices shall not deprive faculty members of their tenure in the highest rank in which they have served prior to or during their service in administrative office.

Promotion

Promotion is based upon departmental needs and upon the faculty member's growth in professional competence and increased service to the University. Recommendations for promotion are made by the Dean of the school or college primarily concerned as provided in Paragraph 2 above.

Leaves of Absence

Emory strongly encourages faculty members to take such leaves of absence as may benefit themselves and the University. At intervals of at least six years of continuous service at Emory University, leave of absence may be granted for a half year on full pay or for a year on half pay. Other leaves of absence may be granted on such terms as may appear justified in individual cases.